

## **NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL**

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELICOE AVENUE, ROSEBANK 2196  
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<b>REQUEST FOR QUOTATIONS OF A QUALIFIED SERVICE PROVIDER TO DEVELOP AN IMPLEMENTATION PLAN FOR JUST TRANSITION FRAMEWORK IN SOUTH AFRICA</b>	
<b>RFQ NUMBER:</b>	<b>RFQ10553</b>
<b>RFQ ISSUE DATE:</b>	<b>05 OCTOBER 2022</b>
<b>CLOSING DATE AND TIME:</b>	<b>14 OCTOBER 2022 at 11h00</b>
<b>RFQ VALIDITY PERIOD</b>	<b>N/A</b>
<b>DESCRIPTION OF SERVICES</b>	<b>APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER TO DEVELOP AN IMPLEMENTATION PLAN FOR JUST TRANSITION FRAMEWORK IN SOUTH AFRICA</b>
<b>SUBMISSION ADDRESS</b>	<b>Submissions to be sent electronically</b>
<b>PROCUREMENT ENQUIRIES</b>	<b>Name: PATRICIA PHOGOLE</b> <b>060 771 0870</b> <b>Email: <a href="mailto:patricia@nedlac.org.za">patricia@nedlac.org.za</a></b>

**TECHNICAL ENQUIRIES**

**Name : Dumisani Nxumalo**

**082 342 8565**

**Email : [dumisani@climatecommission.org.za](mailto:dumisani@climatecommission.org.za)**

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**COMPANY REGISTRATION NUMBER:.....**

**CSD NUMBER :.....**

**ADDRESS: .....**  
.....  
.....

**CONTACT PERSON : .....**

**TEL: .....**

**FAX: .....**

**E-Mail : .....**

**Mobile: .....**

**TOTAL RFQ PRICE R .....(VAT Incl.)**

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## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids/quotations:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid/quotations is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid/quotation shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

1.5

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20

- 1.6 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## **2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**or**

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

### 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:



**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b>	<b>QSE</b>
	<b>√</b>	<b>√</b>
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....  
.....  
.....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

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- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

.....

SIGNATURE(S) OF BIDDERS(S)

DATE: .....



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**REQUEST FOR QUOTATIONS**

**APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER TO DEVELOP AN IMPLEMENTATION PLAN FOR JUST TRANSITION FRAMEWORK IN SOUTH AFRICA**

**1. INTRODUCTION**

The Presidential Climate Commission (PCC) is a multi-stakeholder body established in 2020 by the President of South Africa to advise on the country's climate change response and support a just transition to a low-carbon climate-resilient economy and society. The commission comprises of government ministers and 22 commissioners that represent diverse perspectives of social partners, including academia, business, civil society, labour and youth. The Commission emanates from the Presidential Summit held in October 2018, when social partners agreed that a statutory entity should be formed to coordinate and oversee the just transition towards a low-carbon, inclusive, climate-resilient economy, and society.

One of the first tasks of the Presidential Climate Commission has been to develop a just transition framework, setting out a shared vision for the just transition in South Africa, the principles to guide the transition, and the policies and governance arrangements to give effect to the transition. The just transition framework builds on research, policies, and consultations on the just transition in South Africa, as well as international best practice guidelines. The framework stands on the shoulders of years of research, done by government, business, civil society, academia, and labour unions. The

framework incorporates learnings from prior consultation processes, including those facilitated by the National Planning Commission.

The PCC is currently hosted at the National Economic Development and Labour Council (NEDLAC), owing to its legal establishment processes currently underway.

## **2. BACKGROUND**

The PCC, through a multi-stakeholder process successfully delivered the first Just Transition Framework for South Africa, adopted by the Commission in May 2022 and recently approved by Cabinet in July 2022. In their approval, Cabinet instructed that the framework is integrated into the central planning system of government, specifically in the national development plan, the medium-term strategic framework, annual performance plans, and annual budgeting processes to give effect to its implementation. Government departments and other social partners have been encouraged to define their roles in relation to the objectives set out in the just transition framework.

The Just Transition Framework includes:

- A common definition of a Just Transition for South Africa
- Principles to guide the transition, including distributive, restorative and procedural justice.
- The identification of four priority at-risk sectors and value chains
- Key policy areas to give effect to the transition
- Governance arrangements and broad implementation responsibilities.
- Measures for financing a Just Transition

## **3. PURPOSE**

The purpose of the project is to develop an implementation plan for the Just Transition Framework.

## **4. SCOPE OF WORK**

### **4.1. Inception Phase**

#### **4.1.1. Inception Meeting**

The appointed service provider will meet with the PCC project team to further clarify the ToR expectation and revise timelines in line with the signed Service Level Agreement (SLA) signed with NEDLAC.

#### **4.1.2. Inception Report**

Following the engagement with the PCC project team, the service provider will prepare and submit an inception report for consideration by the PCC Secretariat. The inception report will set out in line with the discussions and signed SLA, the applicable scope of work, associated timelines and delivery mechanisms.

### **4.2. Desktop Review – Formulating the Scientific and Policy basis**

The appointed service provider will identify the strategies, programmes and interventions necessary to achieve a just transition, including policy initiatives within the following policy areas:

- Economic diversification, job creation and industrial policy.
- Active labour market measures and skills development.
- Social and income support, and community resilience mechanisms.
- Regulations, governance, partnerships and implementation capacity.
- Regional development mechanisms and agencies.
- Mobilising resources for a just transition.

As a starting point, the project must undertake a stakeholder analysis, followed by a comprehensive review of existing policies, plans and programmes of the multiplicity of implementing agencies, as set out in their existing policy documents, development plans, strategic plans, annual performance plans etc. This will form the basis for a critical engagement with implementing agencies about how to incorporate just transition implementation into their work programmes.

The implementation plan needs to be based a detailed understanding of the various initiatives underway across social partners, including initiatives being taken up by organised business, labour, civil society and government. The plan must be rooted in an understanding of what makes an “effective and implementable” plan in SA, drawing from literature and previous experience.

### **4.3. Developing the Implementation Plan**

It is envisaged that the Implementation Plan development will follow a two-pronged approach. The appointed service provider will in the first instance and after careful consideration of the earlier consultations by the PCC, put together a draft skeletal concept for kicking-off the discussion with the PCC and amongst social partners.

#### **4.3.1. The draft implementation plan should build on, and consolidate:**

- the various planning initiatives that are currently underway, including the JETP Investment Plan,
- the World Bank CCDR report,
- the development of a Just Transition Implementation Model by the PCC,
- the detailed infrastructure planning being undertaken with respect to energy transition and water resilience and transport, among others (DBSA/NT/NPC/PCC processes).
- based on a realistic assessment of the existing and required capacity of the different agencies to deliver on their responsibilities, with complementary roles assigned to reinforce where capacity falls short.

Furthermore, the draft implementation plan must include a phasing and project plan with timeframes, deadlines and indicators to monitor whether actions have been completed. The implementation plan should also include a monitoring and oversight section, with a process of regular stocktaking and reporting to government and the public.

#### 4.3.2. Stakeholder Consultation – Effecting Procedural Justice towards Implementation

The just transition is based on the principle of procedural justice, which means that the views of those most affected by the transition need to be taken into account in planning processes. Accordingly, the Just Transition Implementation Plan needs to be developed in a consultative manner. The appointed service provider must:

- Review the various reports and recordings of stakeholder engagement processes conducted by the PCC and other organisations, including various thematic and provincial Presidential imbizo sessions, in order to assimilate the views already expressed.
- Propose a process of gathering further community and social partner views regarding the priorities to be included in the implementation plan, building on the existing programme of community engagements being conducted by the PCC. The project should include an online survey of stakeholder groups to solicit their views on a few key questions related to implementing the just transition.
- Meaningfully engage with each of the social partners and implementing agencies to define what strategies, programmes and interventions they will undertake to give effect to the just transition. This should include engagements with each of the relevant national departments, as well as collective engagements with provinces, local government, economic sectors, organised labour and other social partners.
- The PCC will publicly share the implementation for a period of 30 days, following which, the appointed service provider will be expected to record all the written submissions from the public with a view to develop a stakeholder commenting database, providing an account of all comments received, source (person and Institution), including response proposal for consideration by the PCC. These sessions are envisaged to be delivered in virtually, through the PCC website and national media platform to be informed by the PCC.
- Parallel to the public commenting process, the PCC will also engage in bilateral consultations with social partners, including government, business, civil society, youth, the religious community, labour and traditional leaders. The service provider is expected to participate in this bilateral session, providing a synthesis of the draft implementation plan and documenting inputs from the various sessions, as well as attendance registers of the various participating institutions. These sessions are envisaged to be delivered virtually.

#### 4.3.3. Refinement and finalisation of the Draft Implementation Plan

Following engagements with various social partners, the appointed service provider will be expected to produce a final draft Implementation plan that considers all views and inputs from stakeholder, including an updated draft implementation plan providing a proposal around assigning specific responsibilities for implementation, broken down according to the main national departments, provinces and local government, the various economic sectors, business and labour organisations, and civil society.

## 5. OUTPUTS

The outputs that will be required as part of this project are as follows:

- 5.1. Following the signing of Contract with NEDLAC, the appointed service provider must participate in an inception meeting within two (2) weeks of contract signing.
- 5.2. An inception report which spells out the understanding of the brief, the methodology to be followed, and the project plan to deliver. The inception report should contain a schedule of all stakeholder's groups and implementing agencies to be consulted. This should be delivered three (3) weeks after the inception meeting.
- 5.3. A literature review report reflecting the outputs of the desktop review work, including highlighting the policy and scientific basis for the development of the plan. This should be delivered four (4) weeks after the inception report.
- 5.4. A draft implementation plan of not more than fifty (50) pages which is a sufficient basis for soliciting stakeholder views. This should be delivered eight (8) weeks after the literature review report – in consultation with the PCC.
- 5.5. A stakeholder consultation report which indicates what consultations have taken place, when and further includes the details of all stakeholders consulted as part of the process.
- 5.6. A final implementation plan which takes on board all comments and suggestions made by stakeholders, and which sets out the strategies, programmes and interventions to be addressed by each implementing agency, together with timeframes and must be compiled and delivered as the final output of this project.

## 6. PROJECT TEAM

The project team is envisage will comprise of the following expertise and skill-set to successfully deliver on this work:

- A detailed understanding of public policy, development economics and policy relating to a just transition and the interface between climate and development.
- Extensive experience in strategic planning and programme management.
- Excellent analytical abilities and report writing.
- Stakeholder engagement, communications and facilitation.
- Demonstrable presentation and communication skills, i.e. through publications, conference reports, etc.
- good track record of governmental and non-governmental stakeholder consultation.
- experience in working with government planning processes.
- Very good knowledge and understanding of the South African stakeholder landscape.
- At least 10 years' experience working in the key economic sectors of South Africa, including the agriculture, energy, tourism, transport and water sectors.



- Very good project management and client relation skills, including conflict management skills.
- Facilitation skills and qualification will be an asset.
- Project team technical back stopping.

The team members will amongst others comprise of the team leader, energy expert, social science/development expert and a communications expert.

## **7. PROJECT GOVERNANCE**

The PCC, through its Secretariat will be represented in the Project Team comprised of the appointment service provider, representatives from the PCC secretariat and NEDLAC. During the inception meeting, the PCC together will further propose representation for the Project Steering Committee (PSC), which will meet monthly, to consider the progress of the project and reports from the appointed service provider. The PCC Secretariat will lead all stakeholder discussions and engagements with various stakeholder with strong technical backstopping from the service provider.

## **8. PROJECT TIMELINES**

The project must be completed by within a period of eight months after the signatory of the service level agreement.

## **9. REQUIREMENTS OF THE SERVICE PROVIDER**

The successful service provider must provide the following to demonstrate experience:

- A company profile indicating the number of years offering similar expertise and facilitation services
- Detailed C.V of the project manager and team members
- A short description of previously completed similar projects, including:
  - ⇒ Assignment name
  - ⇒ Signed reference letters from contactable references linked to these assignments, and
  - ⇒ Scale of the assignment, i.e. national, provincial, municipal.
- Methodology and approach for the delivery of the full programme, including strategy for stakeholder consultation.
- Risk management and mitigation strategy for COVID-19 pandemic-related inconveniences.

## **10. SUBMISSION OF DOCUMENTS**

In addition to the requirements of 5.1. to 5.4. above, service providers must submit the following documents:

- BBBEE certificate / Sworn affidavit
- Completed SBD forms
- Proof of CSD

## 11. SELECTION AND EVALUATION CRITERIA

### 11.1. Evaluation criteria

The following evaluation criteria will be utilised:

5= Excellent, 4 = Good, 3 = Satisfactory, 2 = Poor, 1= Unacceptable

The below matrix will be used in scoring the submissions:

What is required	Application of evaluation criteria	% Allocation
<b>A. Competence and expertise of bidder measured in years of experience</b>		
What is required	Application of evaluation criteria	% Allocation
Detailed CVs of key personnel indicating the number of years and requisite experience as well as a detailed company profile. The number of years must be for the company and key personnel.	5= 10 or more years of experience 4= 6-9 years of experience 3= 5 years of experience 2= 3-4 years of experience 1= 1-2 years of experience	30%
<b>B. Similar projects completed</b>		
What is required	Application of evaluation criteria	% Allocation
Client reference letters for services rendered for a period of 3 years or more for successfully completed projects in line with the required services as set out above. Service provider must submit reference letters bearing a letterhead of the organisation who were the recipient of your services, contacts details and signed by that organisation's representative. Reference letters that do not meet the listed requirements will not be considered.	5= 5 or more reference letters 4= 4 reference letters 3= 3 reference letters 2= 2 reference letters 1= 1 reference letter	20%
<b>C. Methodology and approach</b>		
Provide a detailed methodology and approach for the delivery of the full program.	5 – excellent understanding,	50%

	elements of innovation 4 – good understanding, good quality proposal 3 – adequate understanding of the assignment, competent proposal 2 – inadequate understanding 0 – no proposal	
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**11.2. To note**

- The minimum functionality points of seventy (70%) is required to qualify to be evaluated for pricing and BEE in phase two.
- The final decision and successful appointment will be made by NEDLAC and no correspondence will be entered into thereafter.
- NEDLAC reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this call for quotations.

**12. SUBMISSION AND ENQUIRIES**

Service providers should send their quotation and accompanying relevant documentation to SCM at [Patricia@nedlac.org.za](mailto:Patricia@nedlac.org.za) and copy [procurement@nedlac.org.za](mailto:procurement@nedlac.org.za) unit by 14 October 2022 at 11:00 am

For Technical enquiries regarding this RFQ should be emailed to [dumisani@climatecommission.org.za](mailto:dumisani@climatecommission.org.za)

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**13. PAYMENT TERMS**

Payments will be made within 30 days from receipt of invoice and against presentation of satisfactory deliverables as will be agreed upon payment schedule upon appointment of the successful bidder/service provider.